

SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT

P.O. Box 0

San Carlos, Arizona 85550

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Terry Rambler
Tribal Chairman



Tao Eptison
Tribal Vice-Chairman

JOB VACANCY

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#16-089	March 10, 2016	Open Continuous
POSITION TITLE AND DEPARTMENT	SALARY	
Police Officer Tribal Law Enforcement (Apache Sky Casino location)	\$46,866-\$57,115 Per Annum	

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- **NUMBER OF VACANCIES:** This is an open continuous vacancy announcement and applications will be referred when vacancies occur. The open continuous vacancy announcement allows this office to accept applications on a year round basis and eligible qualified applicants are placed in the Applicant Supply File (ASF). Applications that are complete in accordance with the outlined application procedures will be referred to fill any current and/or future vacancies.
- Regular Full Time position(s) (NON-EXEMPT)
- Applicant must possess a valid driver's license and qualify for government license
- Applicant must be twenty-one (21) years of age or older.
- Applicant must be BIA and/or AZ POST certified.
- Applicant must pass a polygraph examination and a full background investigation. **APPLICANTS MUST SIGN AND SUBMIT WAIVER OF LIABILITY AND RELEASE FORM** (attached or available at Human Resources Dept.)
- Applicant must pass a pre-employment physical examination.
- Work schedule: Required to work rotating shifts including weekends and holidays as necessary.
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Police Officer under the direct supervision of the District Sergeant or Field Supervisor, the Police Officer will perform duties related to prevention of crime and delinquency at the Apache Sky Casino location. Patrol assigned areas and enforces all tribal criminal and traffic laws and other applicable laws or ordinances. Apprehend and arrest persons charged with violations of applicable federal regulations, tribal law and order codes and state statutes. Control and maintain order among crowd, testify before grand jurors and various courts. Serve subpoenas and obtain and use search and arrest warrants. Prepare initial, supplemental and final reports as required in a clear, logical, concise and impartial manner. Warn and/or cite traffic violators, investigate accidents, preserve the peace and report all public hazards and conduct preliminary investigations. Establish

and maintain person to person relationship in enforcing various rules and regulations. Assist allied law enforcement agencies as required. The Police Officer will be required to be housed in a facility provided at the casino location.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

High School Graduation or Equivalent. High school graduation or equivalent means the applicant has received a high school diploma, General Education Development (GED) equivalency certificate or proficiency certificate from a State or territorial-level Board of Department of Education.

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of police methods and procedures and techniques used in police work such as traffic/crowd control, riot tactics and unarmed defense procedures.
2. Knowledge of constitutional protection afforded individuals including rules concerning search, seizure, questioning or arrest.
3. Knowledge of the differences between felonies and misdemeanors, criminal and civil infractions and handling suspects.
4. Knowledge of firearms and competent and safe use of such.
5. Knowledge of first aid and CPR and the use of equipment supplied for each.
6. Ability to write clear and concise reports.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.
- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.
- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.
- **INDIAN PREFERENCE:** It is the goal of the San Carlos Apache Tribe to employ as many tribal members as possible in tribal positions. Therefore, all other qualifications being equal, tribal members will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:
 1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
 2. Enrolled member of the San Carlos Apache Tribe
 3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
 4. Other Native American
 5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
 6. Non-Indian

It is also the goal of the San Carlos Apache Tribe to provide the best services possible to tribal members. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Indian Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- **VETERANS PREFERENCE AND INDIAN PREFERENCE:** Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.
- **EQUAL EMPLOYMENT OPPORTUNITY:** Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/Deidre Antonio
Human Resources Specialist

March 10, 2016
Date
